

ADMINISTRATIVE OFFICE OF THE COURTS

POSITION ANNOUNCEMENT #08-63

Location	Position Available	Salary Range	Internal Closing Date
<b>Rockingham Superior</b>	<b>Court Assistant II</b>	<b>\$22,274-\$28,144</b> <b>Labor Grade: 7</b>	<b>June 25, 2008</b>

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IF YOU ARE INTERESTED IN APPLYING FOR THE POSITION ABOVE

- Call the Administrative Office of the Courts (271-2521) for an application
- or e-mail resume to: [applications@courts.state.nh.us](mailto:applications@courts.state.nh.us)
- or fax resume to: (603) 513-5454
- or mail resume to: Administrative Office of the Courts  
2 Charles Doe Drive  
Concord NH 03301

*(At any time we may have more than one position vacant in the court system. Your application may not be considered, if you fail to specify the position you are interested in.)*

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**JOB DESCRIPTION**

**COURT ASSISTANT II** – Regular, full-time position working in the New Hampshire Court System, subject to the sufficient and continued funding of the Judicial Branch by the Legislature.

**DEFINITION OF WORK**

This is general clerical work in the New Hampshire Court System. Work involves performing varied clerical functions requiring the application of independent judgment and regular application and limited interpretation of routine policies, practices, and rules. Advice and assistance will normally be provided as requested; however most functions are performed with minimum supervision. Positions in this class require the need for specialized knowledge of court process, regular interaction with the public, bar, agencies, other courts, and units of government, and the greater consequence of error if work is not performed accurately. Employees in this position may be required to travel during the regular course of business, and are subject to transfer or reassignment at the discretion of the Administrative Judge.

**EXAMPLES OF WORK PERFORMED**

(Any one position may not include all of the duties listed, nor do the examples cover all the duties, which may be performed.)

Opens, date stamps, sorts and distributes mail.

Checks and reviews incoming and outgoing documents for completeness and accuracy of information; assigns general case category; and processes documents as required in accordance with court rules.

Assigns docket numbers and records information as required in the appropriate files.

Files court records using chronological, alphabetical, and numerical filing systems; retrieves and distributes files to court personnel, the public, and attorneys.

Types notices, orders and decrees, correspondence, hearing and trial lists.

Answers telephone, prepares copies, and assists the public.

Prepares summonses, notices, warrants, subpoenas and similar processes; computes applicable dates for service and return of service, affixes court seal, and prepares copies of documents.

Operates electronic recording machine to record court proceedings.

Receives and records court revenue and may maintain and prepare other financial records and reports as required.

Answers inquiries and furnishes information by reviewing court records.

Performs related work as required.

**DESIRABLE EDUCATION AND EXPERIENCE**

Graduation from high school and two years court clerical experience; or any equivalent combination of education and experience which provides the following knowledge, abilities and skills:

Knowledge of court procedures and policies, legal documents, statutes, and rules pertaining to the court.

Knowledge of the organization, operations, functions, and scope of authority of the court or activity to which assigned.

Knowledge of effective and efficient office practices and procedures.

Ability to understand and follow oral and written instructions.

Ability to make work decisions in accordance with laws, regulations, and policies and procedures.

Ability to maintain a variety of records and prepare reports from such records.

Ability to establish and maintain effective working relationships with others.

Skill in the operation of a computer and other standard office equipment.

**SPECIAL REQUIREMENTS**

Must have a valid driver's license.

Must successfully pass a criminal records check.

**DISCLAIMER STATEMENT**

This position description represents general duties and is not intended to list every specific function of this position.

06/18/08

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